

**Pulaski County Board of Education  
Request For Proposal**

**Classroom and Summer  
Cleaning**

**RFP Released Date - April 1, 2021**

**Advertised - April 1, 2021 - April 29, 2021**

**Due Date - April 29, 2021 at 2pm**



## CUSTODIAL SERVICES REQUEST FOR PROPOSAL

---

Pulaski County School District is accepting proposals for the following CLASSROOM cleaning positions during the school year and summer team cleaning in 6 of our elementary schools. Your quote should be based on the information contained in this Request For Proposal (RFP). While preparing your bid, if you would like a tour of any or all of the 6 schools, please call Shelley Todd at 606-305-7531. All questions regarding the Request for Proposal should also be directed to Shelley Todd at 606-305-7531 or via e-mail at shelley.todd@pulaski.kyschools.us.

Pulaski County School District requires a first class, quality cleaning program and only this type of cleaning will be considered. Price will not be the sole factor in awarding the contract. Award will be based on “best value” to the District. Emphasis in the final decision will be based on qualifications, specifications and job requirements as well as pricing to determine which company will be awarded this contract.

### SUBMISSION PROCEDURES

All bids must be sealed and mailed or dropped off at the Pulaski County Board of Education located at 925 North Main Street, Somerset, Kentucky 42503. Envelopes should be marked “CLEANING PROPOSAL” and to the attention of Shelley Todd. Responses are due on April 26, 2021 by 2pm.

Any received after this time will not be considered.

All RFP’s MUST be signed by an authorized member of the company responding.

### BID FORMAT

All RFPs submitted must be typed and bound and contain the following required sections:

Letter From Your Company

Copies of all Insurance Certificates requested

Typed answers to questions in CONTRACTOR INFORMATION AND SPECIAL CONDITIONS section

### PERIOD OF CONTRACT

The contract will begin July 1, 2021 and last through June 30, 2022 with the option to extend for another year if it is in agreement upon by both parties. So this contract runs July 1, 2021 through June 30, 2022 with the option to extend for the July 2022 - June 2023 school year if agreeable by both parties.

## CUSTODIAL SERVICES REQUEST FOR PROPOSAL

---

Pulaski County Schools Central Office Building is located at 925 North Main Street, in Somerset Kentucky. We are looking for contracted cleaners to do classroom cleaning in 6 of our 8 elementary schools. The schools and hours are as follows:

Eubank Elementary School - (1) 5.5 hour position -

Pulaski Elementary School - (1) 5 hour positions

Oak Hill Elementary School - (2) 6 hour positions

Shopville Elementary School - (1) 4.5 hour position

Northern Elementary School - (2) 5.5 hour positions

Southern Elementary School - (2) 6 hour positions

ALL POSITIONS CAN START AS EARLY AS 4—BUT MUST BE COMPLETED BY 1030

These would be 230 day positions:

Monday through Friday

Being off 2 weeks at Christmas, Spring Break week, Fall Break week,

3 days off for Thanksgiving,

One week of choice in May or June after students are out

1 day out in July, September, January and May for Holidays

We decided the best chance for success with this undertaking was to limit the cleaning area to CLASSROOMS only during the school year. IF small restrooms are IN the classrooms or PODS, then they will need cleaned as well, and floors IN pod areas will need mopped. (A POD is a short open common area with 4-6 classrooms ) Our staff will clean all offices, main restrooms, lobbies and main hallways. We will have a staff person in the buildings with your contracted cleaners all the time. Summer cleaning will be led by head custodians in each building and done as a team.

We have 2 District employees who will be training your people on our expectations and cleaning standards. They will also periodically check in at the schools to make sure there are no questions or issues. Our products and equipment will be used. Each contracted cleaner will be provided with a cleaning cart stocked with what they need to use in the rooms.

We request the same person to report to the schools each day, so that the staff will become familiar with them. There are 9 total positions, so we would expect to see an unfamiliar face if there was an absence in one of the 9 positions. Managers of your company should check on your employees as well.

We would require dependable, honest people who will be required to pass background and drug testing. Complaints will need to be handled promptly and contracted cleaners will be let go if their actions make that necessary. Our hope is that the awarded contractor will provide a contact person in charge of the contract for Pulaski Board of Education to ensure we have an open line of communication during the contract.

## CUSTODIAL SERVICES REQUEST FOR PROPOSAL

---

### CONTRACTOR INFORMATION AND SPECIAL CONDITIONS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person Submitting Quote with Title: \_\_\_\_\_

1. Please list owner name and the names of all people authorized to execute contracts on your companies behalf and the number of years of experience in the contracted cleaning industry.
2. Please list the approximate number of people employed by your company.
3. State your companies qualifications and history to validate your qualifications for this opportunity.
4. Describe your companies overall organizational structure.
5. Please provide a list of all insurance coverage, providing a sample certificate of insurance showing coverage. Example: Workman's Comp, General Liability.
6. Please identify the key management that will support Pulaski County School District service needs. Include name, position, experience and key responsibilities for each person.
7. Pulaski County Board of Education Representative, Shelley Todd, will participate in the interviewing process and help in selecting people for the 9 positions.
8. We are aware that it is difficult to obtain employees who are dependable and do quality work. Please submit your hiring procedures and requirements.
9. Please describe your companies background checks, drug testing procedures.
10. No subcontracting for Custodial services will be allowed. All contracted employees shall be employees of the CONTRACTOR - on the contractor's payroll with the contractor paying all workman's comp insurance and all payroll taxes. If at any time you are non compliant with back ground checks, drug testing or subcontracting the service, the contract could be subject to cancellation.
11. Please include 2 reference letters
12. Pulaski County Board of Education reserves the right to accept or reject any proposal with out explanation.

CONTRACTOR INFORMATION AND SPECIAL CONDITIONS

13. This proposal will include one 4.5 hour position, one 5 hour per night positions, three 5.5 hour per night positions and four 6 hour per night positions. These positions can begin as early as 4pm but must be completed by 1030pm.
14. The price submitted should include quality cleaning Monday through Friday at the specified locations with a cost per month basis and an annual not to exceed price.
15. The term of agreement should be from July 1, 2021 through June 30, 2022 with the option to extend for one year if agreeable by both parties. The agreement may be canceled at any time by either party with a 30 day written notice.
16. All invoices for cleaning services are to be provided to Shelley Todd at Pulaski County Board of Education the first of each month for that month of service.
17. All cleaning personnel are employees of the awarded contractor but will be subject at all times to the approval of Pulaski County School District.
18. Cleaning personnel should be professionally attired at all times and have some kind of identification of the company they are employed by. An apron, a name badge or a lanyard to name a few options.
19. Performance reviews should be done twice a year by the awarded company and will be done twice a year by the school they are working in.
20. Contractor shall carry and maintain such liability insurance as will protect the contractor and Pulaski County Board of Education from claims under any workman's compensation acts and from any other damages, including death, which may be sustained by contractor's employees or agents and the general public, and from claims for property damage which may be sustained by any of them. Contractor shall furnish a certificate included with this proposal that the contractor has in effect the following minimum level of insurance:
  - Workman's Compensation Insurance
  - Comprehensive General Liability Insurance with limits of \$1,000,000 each occurrence
21. Contractor will indemnify and hold harmless Pulaski County Board of Education from and against all claims, damages, losses and expenses.
22. Contractor will be held responsible for careless workmanship. If employee does not progress to our standard of cleaning, contractor will replace the employee and not charge if the job repeatedly has to be redone.
23. Contractor will meet with Shelley Todd at Pulaski County Board of Education in October of 2021 and again in May 2022 to discuss progress and extension of the contract.

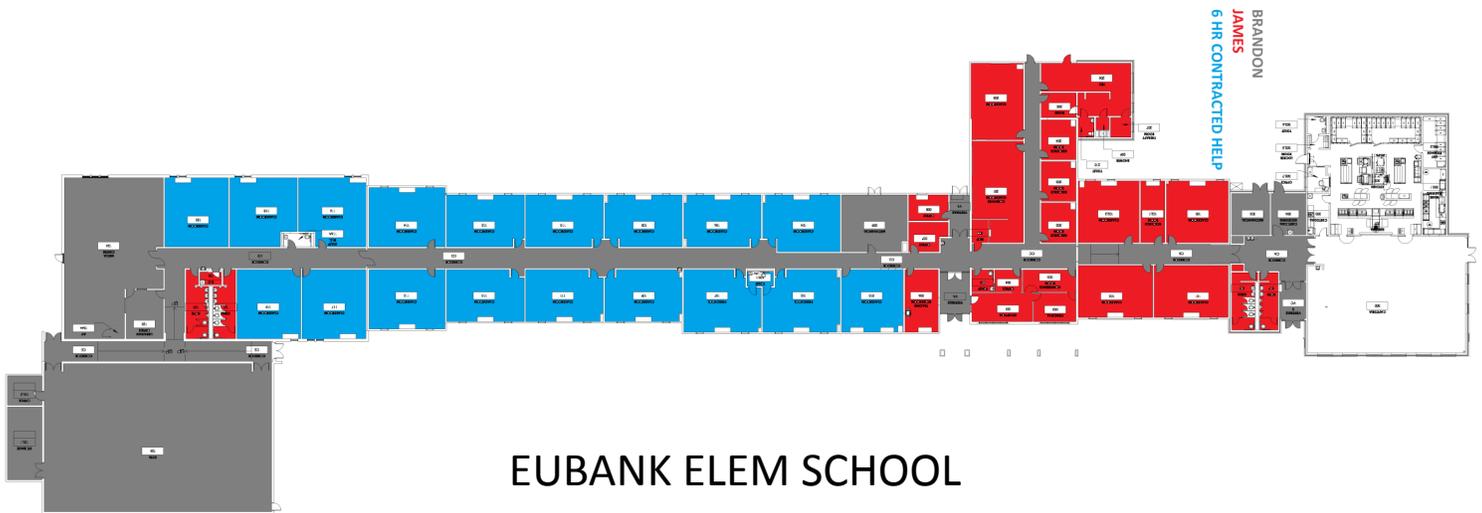
## CUSTODIAL SERVICES REQUEST FOR PROPOSAL

---

### CONTRACTOR INFORMATION AND SPECIAL CONDITIONS

24. There is no smoking allowed on Pulaski County School District Property.
25. Contracted employees are not allowed to remove any items from Pulaski School District property.
26. Theft will not be tolerated and is means for immediate termination and possible prosecution.
27. Cleaners are expected to conduct themselves with dignity and good taste, when in the buildings and in parking areas.
28. Pulaski County Schools will have one of our employees at each school during these shifts. Contracted cleaners can go to that person with any questions during their shifts.
29. Contracted staff will be paid for hours worked, depending on the location. Contracted cleaners may take a 30 minute unpaid lunch break, and all do get a 15 minute paid break.
30. Contracted staff should not be on their phones when they are not on their breaks unless it is an emergency.
31. Our District Trainers will train these people to our standards, using our equipment and our products.
32. Contracted cleaners will do classroom areas only during the school year. These could include small bathrooms and common areas in a common space. Summer cleaning is done as a group.

Please find a floor plan of each location with the area highlighted that is open for the contracted position.



## EUBANK ELEM SCHOOL

5.5 hour person

18 CLASSROOMS— shown in blue

19 MINUTES ALLOWED PER ROOM



## Pulaski Elementary School

5 hour person

15 rooms - shown in gray

20 minutes allowed per room



### Oak Hill Elementary

2 contracted workers - 6 hours each

1 shown on orange— one shown on red

12 rooms, small bathrooms and common area - 20 minutes for rooms (4 hours)

2 more hours for small restrooms and common area

# Shopville Elementary (440)



Shopville Elementary

4.5 hour person

14 rooms—shown in peach

20 minutes allowed per room



## Northern Elementary

2 contracted workers - 5.5 hours each

1 shown on orange

12 rooms— 8 tiny restrooms - common area

20 minutes per classroom— 10 minutes per tiny restroom - 11 min per common area

1 shown in blue

14 rooms—4 tiny restrooms - 1 common area

20 minutes per room— 10 minutes per tiny restroom— 10 minutes in common area



## Southern Elementary

2 contracted workers - 6 hours each

1 shown on green

20 rooms

18 minutes per room

1 shown pink

17 rooms and some small restrooms in side classrooms

18 minutes per room and an additional hour for restrooms